



**Town of Arlington, Massachusetts**  
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## Minutes 1/12/2012

Capital Planning Committee  
Meeting Minutes  
January 12, 2012

In attendance were:

Steve Andrew  
Adam Chapdelaine  
Charles Foscett  
Paul Olsen  
Brian Rehrig  
Diane Johnson  
Ruth Lewis  
Anthony Lionetta  
Barbara Thornton

\* Denotes those not in attendance

- Meeting Opened: Charlie Foscett opened the meeting and Adam Chapdelaine provided CPC members with updated drafts of the capital plan, budget and supporting materials.
- ITAC: David Good and Adam Glick were in attendance to discuss IT issues, the ITAC process, and IT requests. ITAC is an advisory committee formed to assess departmental requests for technology purchases, whether software, hardware or otherwise. Key focuses of ITAC are system compatibilities, maintaining the Town's communication infrastructure, and advising the Town on future technology directions. David Good needs to approve all IT purchase orders and there are checks and balances via Ruth Lewis and Diane Johnson to make sure David sees requests for IT purchases.

The CPC made the request that ITAC include in their deliberations the need to stay within the financial constraints of the Capital Plan. IT requests need to be prioritized amongst each other. The CPC is counting on ITAC to be the gatekeeper on IT capital requests and to evaluate them on their merit. Barbara Thornton summarized the discussion as: ITAC managing the capital budget requests, assessing the overhead / manpower needs and soliciting input from departments that may be behind on technology.

- ITAC Requests: There was discussion about some of the IT requests. These included a request for \$120k, in FY 2014, to replace the Ottoson phone system, which is on its last legs. CPC requested that alternatives been evaluated including minimum modifications, leases, or purchase of a used system until such time as a more town-wide direction can be determined given that the Town's system may need to be upgraded at some point in the near future. Other points were that the Library's request for a RFID purchase could be put off and that the proposed wireless upgrades may have eventually lead to a reallocation of funds from Education IT budgets.
- Other ITAC Comments: Paul Olsen suggested that a town-wide master plan be prepared so that the Town has a clearer direction on where it should be going rather than decisions being made on a year by year basis. This Master plan needs to consider productivity gains from technology purchases.

Tony Lionetta raised the issue that the phone system proposed for Thompson should be reviewed by ITAC. Also, it

should be factored into the discussion of phone system upgrades at Ottoson and for the Town.

- Minutes: Minutes of the January 5 Meeting were reviewed and approved.
  
- Debt Schedule: Charlie Foscett noted that the provided draft debt schedule includes an estimate for the CP's contribution of \$1,600,000 over 20 years starting in FY 2014 for Thompson. Charlie asked Paul Olsen estimate the debt associated with the remaining funds (say about \$800k) to be borrowed for Stratton, so it can be added into the schedule. Tony Lionetta noted the Thompson School Rebuild Committee may seek a warrant for additional funds.
  
- Draft Plan: The latest draft of the Capital Plan was reviewed for additional edits and modifications. Charlie Foscett will update and distribute a final draft to the CPC.
  
- High School: It was agreed that discussions on the High School will be postponed till the next CP cycle. Also, the issue of Minute Man was raised for further discussion.
  
- Next meeting: None scheduled at this time. CPC will reconvene prior to its presentation to the FinCom in Feb.

Adjournment